



Lab Web Portal (LWP)

GC Quick Start Guide



This document provides a quick overview of the Lab Web Portal functionalities. Its goal is to guide you to perform basic portal tasks, like submitting test orders to state lab, monitoring testing progress and accessing published reports. Its content may differ in some details from some of the products described.

All information provided here is subject to change without notice.

Document Revision History

Revision	Author	Date	Status and Description
1.0.	Laura Corvin	04-21-2020	Document created.
1.1.	Andrew Sinyaver	04-23-2020	Updated screenshots and formatting.
1.2.	Marina Goldshtein	06-13-2020	Updated screenshots and formatting. Added the Batch Test Ordering section.
1.3.	Marina Goldshtein	06-17-2020	Added the My Patients section.

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For TN Primary Technical Support: Call 615-837-5473

Welcome to Lab Web Portal (LWP)

The Production URL

Access the Portal login page by using the following URL:

<https://lwp-web.aimsplatform.com/tn2/#/>

TN Department of Health

Username

Password 

LOGIN

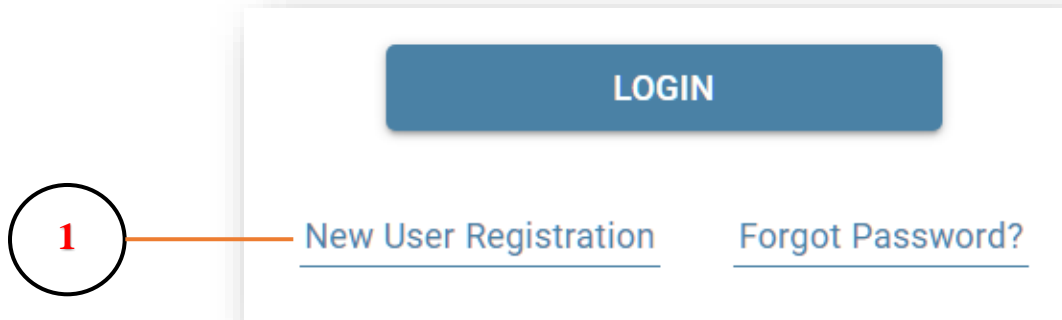
[New User Registration](#) [Forgot Password?](#)

©2007 - 2020 iConnect Consulting, Inc. [Order Support](#) [Technical Support](#) 13 Oct 2020 19:07 8.2.0.1179

- Click **Order Support** link at the bottom of the page to view lab contacts and information on where to send your specimens.
- Click **Technical Support** link at the bottom of the page for technical support contacts.

Create New Account

1. Click **New User Registration** link under the **Login** button.



- **New User Registration** page is displayed.
 - Under the **Email** add an active email, it will be used as a username.
 - Complete the rest of the fields. Please use the address of your primary facility.
 - Start typing the name of your submitting facility into **Organization** field to see if it already exists in the portal.
 - If a match is found, select your facility from the popup list.
 - If you are affiliated with multiple facilities, please contact Technical Support after registering to have additional facilities added to your application user account.
 - Review “Term of Use” and “Privacy Policy” documents by clicking on the links.
 - Check the boxes next to “Terms of Use”, “Privacy Policy” to agree.
 - Agreement is required to request access.
 - Click on **Submit** to complete user registration process. A new user registration request will be sent to the portal admin for approval.
 - Once the request is approved, the user will be notified via email and will be able to login to the portal.
- Navigate back to the login page, type in the username and password and click on Login button to access the Portal.

New User Registration

Account Details

Email *

Password *



Confirm Password *



First Name *

Last Name *

Title *

Contact Details

Address *

City *

State *



ZIP *

Primary Phone *

Fax *

Organization Details

Organization *



If you don't see your organization in the list, please contact the lab.

Terms of Use *

☐ I agree to the [Terms of Use](#)

Privacy Policy *

☐ I agree to the [Privacy Policy](#)

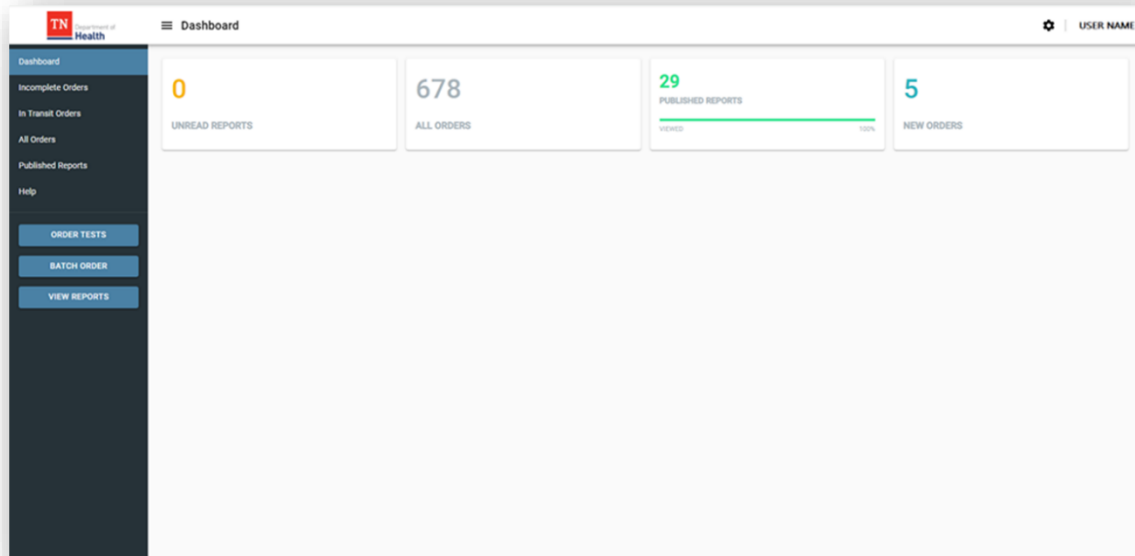
SUBMIT

[Return to Login](#)

2

Navigating the LWP

The Navigation Panel



- **Dashboard** is the first page you will see after logging into the Portal.
 - It is the “control center” of the LWP where you can view key performance indicators and charts, track status of the existing test order, and view published patient reports.
 - The Dashboard is editable: click on the ⚙️ on the upper right corner, next to your name;
- **Incomplete Orders** – started, but not yet submitted orders;
- **In Transit Orders** – orders that have been submitted but not yet received by the lab;
- **All Orders** – all samples submitted by user organization regardless of status;
- **Published Reports** – orders with published reports. Shows all orders with published reports per user organization. Orders with unread (not viewed) reports are shown in bold; orders with read (viewed) reports are shown in normal font;
- **My Patients** – view your patients’ list;
- **Help** - view portal help.
- Collapse the Navigation Panel by clicking the ☰ button next to the logo in the upper left corner. This functionality applies to other pages in the portal as well.

NOTE: Not every user role has access to all options.

The Call-to-Action buttons

There are 3 blue buttons on the bottom left side of the Navigation Panel.

- **Order Tests** – order tests using a preconfigured Test Requisition Form;
- **Batch Orders** - upload multiple test orders at once;
- **View Reports** – view all “unread” reports published for user organization.

The Tiles

The tiles you see on your Dashboard are your counters and key performance indicators.

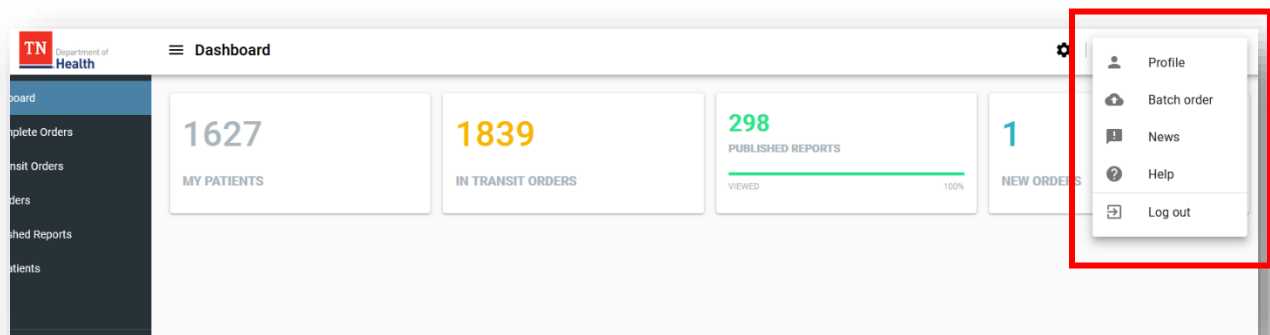
- Click to open relevant data grids.
- Number on top indicates total number of published reports for user organization.



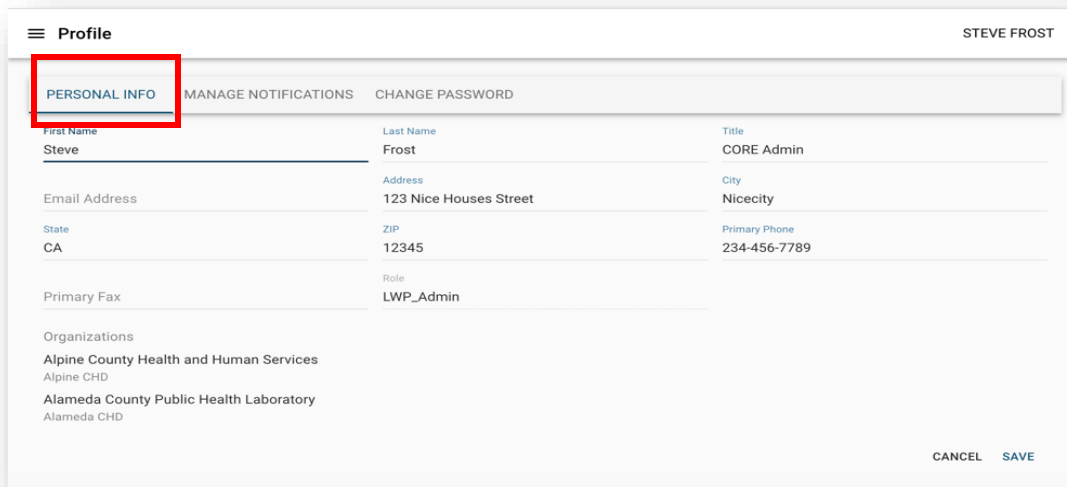
- Progress bar indicates percentage of the “viewed” reports vs. “not viewed.”

User Drop-Down Menu - Profile

The drop-down menu on the upper right corner offers additional resources.



- **Personal Info** – view and edit your personal information

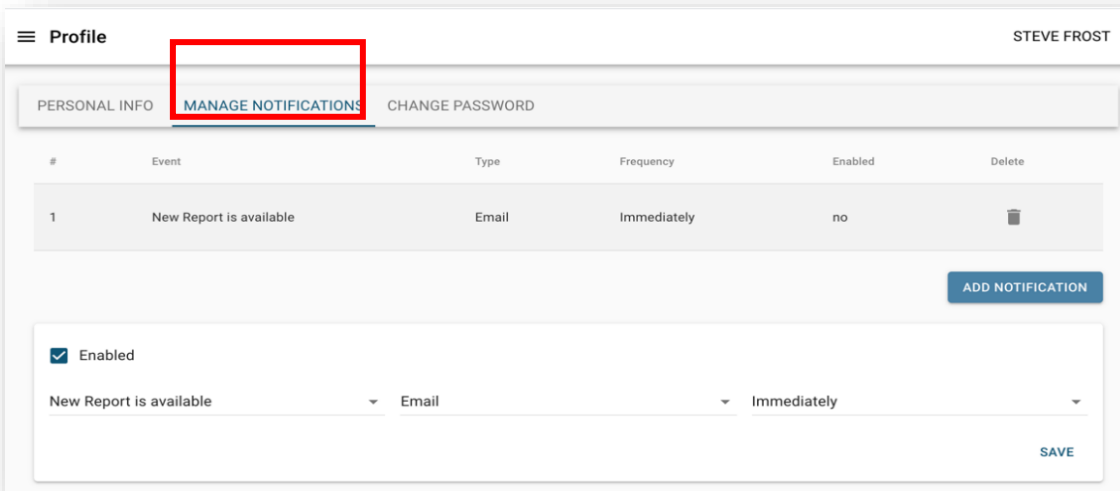


The screenshot shows the 'Profile' page for 'STEVE FROST'. The 'PERSONAL INFO' tab is highlighted with a red box. The page contains a form with the following fields:

Field	Value
First Name	Steve
Last Name	Frost
Title	CORE Admin
Address	123 Nice Houses Street
City	Nicecity
State	CA
ZIP	12345
Primary Phone	234-456-7789
Primary Fax	
Role	LWP_Admin

Below the form, there is a section for 'Organizations' listing 'Alpine County Health and Human Services' and 'Alameda County Public Health Laboratory'. At the bottom right, there are 'CANCEL' and 'SAVE' buttons.

- **Manage Notifications** - add personal preferences for Portal notification events

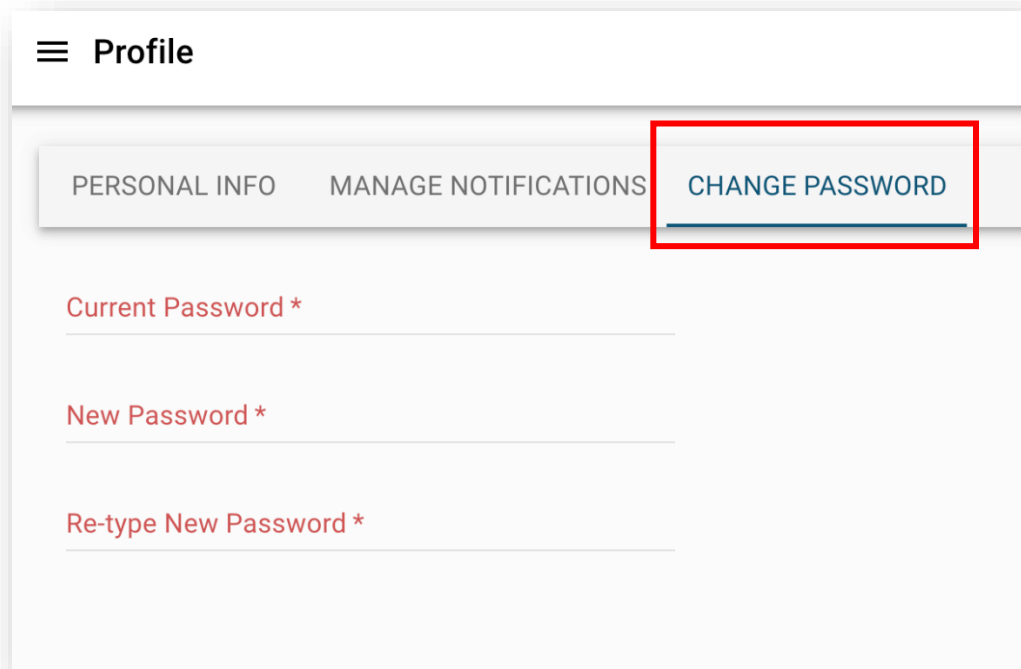


The screenshot shows the 'Profile' page for 'STEVE FROST'. The 'MANAGE NOTIFICATIONS' tab is highlighted with a red box. The page displays a table of notifications and an 'ADD NOTIFICATION' button.

#	Event	Type	Frequency	Enabled	Delete
1	New Report is available	Email	Immediately	no	

Below the table, there is a section for adding a new notification. It includes a checkbox for 'Enabled' (checked), a dropdown menu for 'Event' (set to 'New Report is available'), a dropdown menu for 'Type' (set to 'Email'), and a dropdown menu for 'Frequency' (set to 'Immediately'). A 'SAVE' button is at the bottom right.

- **Change Password** – use to change your password.



The screenshot shows a web interface for a 'Profile' page. At the top, there is a header with a hamburger menu icon and the word 'Profile'. Below this is a navigation bar with three tabs: 'PERSONAL INFO', 'MANAGE NOTIFICATIONS', and 'CHANGE PASSWORD'. The 'CHANGE PASSWORD' tab is highlighted with a red rectangular box. Below the navigation bar, there are three input fields for changing the password, each with a red label and an asterisk: 'Current Password *', 'New Password *', and 'Re-type New Password *'. The input fields are empty.

- **News** - view portal news/announcements.
- **Log out** – to log out of Portal

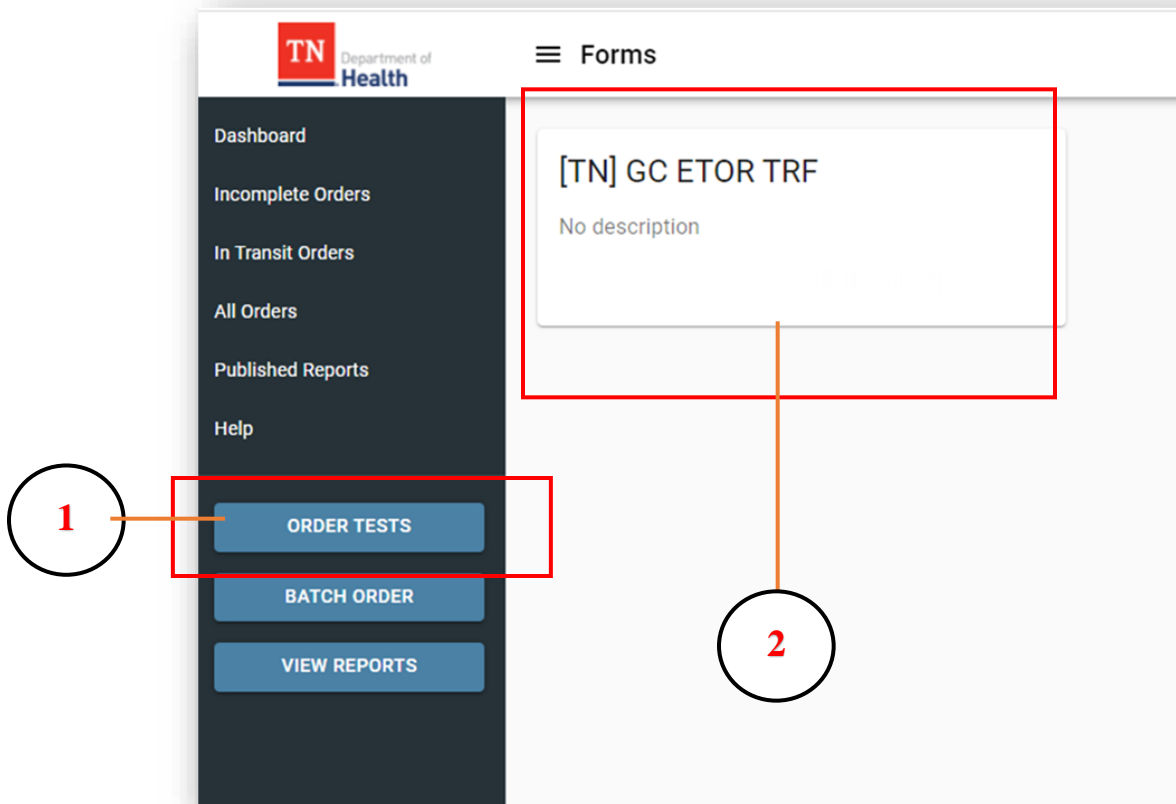
3

Order Tests

Test Requisition Form (TRF)

- Click **ORDER TESTS** Call-to-Action button and choose the “[TN] GC ETOR TRF” Assay Tile form to order tests;

Note: You may have access to one or multiple forms depending on your user role.



- Find the tile to the right of the Navigation Panel. Click on the “[TN] GC ETOR TRF” Assay Tile to open TRF;

Site Information Section (TRF)

Note: The fields that are required are indicated in red with an asterisk.

- Start typing the site name in “SITE” field to display a drop-menu
- Choose the site from the drop-down menu

The screenshot shows the 'TN GC ETOR TRF' form. The 'Site *' field is highlighted with a red box. A red arrow points from this field to a dropdown menu that is open, displaying a list of site abbreviations: ALB, ANC, ATL, BAL, BHM, BOS, and BUF. The form includes sections for Submitter Information, Patient Information, and Specimen Information. The 'Project Name *' field is set to 'SURRG & GISP'. The 'Submitting Facility Name *' is 'Molecular Pathology Lab Network - MPLN'. The 'GC Facility Code *' and 'SURRG Spec ID *' fields are empty. The 'Patient Date Of Birth *' field is empty. The 'Gender *' field has radio buttons for Male, Female, Trans male, and Trans female. The 'Specimen Collection Date *' is '12/15/2021'. The form has 'CLEAR', 'SAVE', and 'SUBMIT' buttons at the bottom right.

Project Information Section (TRF)

Note: The fields that are required are indicated in red with an asterisk.


The screenshot shows the 'TN GC ETOR TRF' form. The 'Project Name *' field is highlighted with a red box. A red arrow points from this field to a dropdown menu that is open, displaying a list of project names: eGISP & GISP, SURRG & GISP, and GISP Only. The 'Site *' field is set to 'SURRG & GISP'. The 'Submitting Facility Name *' is 'Molecular Pathology Lab Network - MPLN'. The 'GC Facility Code *' and 'SURRG Spec ID *' fields are empty. The 'Patient Date Of Birth *' field is empty. The 'Gender *' field has radio buttons for Male, Female, Trans male, and Trans female. The 'Specimen Collection Date *' is '12/15/2021'. The form has 'CLEAR', 'SAVE', and 'SUBMIT' buttons at the bottom right.

- Click on the ▼ to view/select the project from the drop-down list.


Submitter Information Section (TRF)

For SURRG & GISP:

Submitting Facility Name:

- Begin typing the name of the submitting facility in the “Submitting Facility Name” field.
- Click the  icon to see the list of facilities
- Click on the appropriate Facility Name.

GC Facility Code:

- Enter the GC Facility Code in the “GC Facility Code” field – OR- .
- Click the  icon to see the list of GC Facility Codes.
- Click on the appropriate facility code and click SELECT.

SURRG Specimen ID:


- Enter the SURRG Specimen ID in the “SURRG SPEC ID” field.

Jurisdiction PHL/GISP Specimen ID


- Enter the Jurisdiction PHL in the “Jurisdiction PHL” field and/or the GISP. Specimen ID in the “GISP Specimen ID” field, if available.

For eGISP & GISP:

Submitting Facility Name:

- Begin typing the name of the submitting facility in the “Submitting Facility Name” field.
- Click the  icon to see the list of facilities.
- Click on the appropriate Facility Name and click SELECT.

GC Facility Code:

- Enter the GC Facility Code in the “GC Facility Code” field – OR-
- Click the  icon to see the list of GC Facility Codes.
- Click on the appropriate facility code.

SURRG Specimen ID:


- Enter the SURRG Specimen ID in the “SURRG SPEC ID” field.

GISP Specimen ID


- Enter the GISP Specimen ID in the “GISP Specimen ID” field, if available

For GISP only:

Submitting Facility Name:

- Begin typing the name of the submitting facility in the “Submitting Facility Name” field.
- Click the  icon to see the list of facilities
- Click on the appropriate Facility Name

GC Facility Code:

- Enter the GC Facility Code in the “GC Facility Code” field – OR-
- Click the  icon to see the list of GC Facility Codes.
- Click on the appropriate facility code and click SELECT.


GISP Specimen ID:

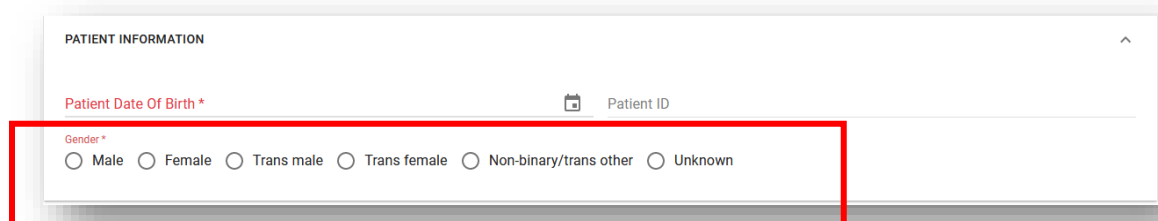
- Enter the GISP Specimen ID in the “GISP SPEC ID” field – OR- .
- The Month and Year will prepopulate in the field.

Patient Information Section (TRF)


For SURRG & GISP / eGISP & GISP

Note: The fields that are required are indicated in red with an asterisk.

- Type the patient’s date of birth in “Patient Date of Birth” field – OR-
- Click on the calendar  icon to open the calendar to select the date of birth.
- Select the patient’s gender by clicking on the radio button next to the patient’s gender.



PATIENT INFORMATION

Patient Date Of Birth *  Patient ID


Gender *

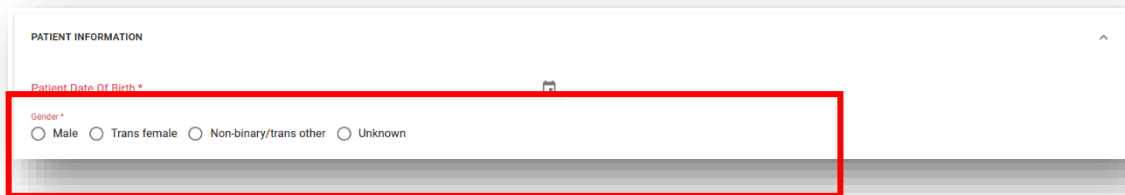
☐ Male ☐ Female ☐ Trans male ☐ Trans female ☐ Non-binary/trans other ☐ Unknown

- Enter the patient ID, if available.

For GISP only

Note: The fields that are required are indicated in red with an asterisk.

- Type the patient's date of birth in "Patient Date of Birth" field – OR-
- Click on the calendar  icon to open the calendar to select the date of birth.
- Select the patient's gender by clicking on the radio button next to the patient's gender.



PATIENT INFORMATION


Patient Date Of Birth *

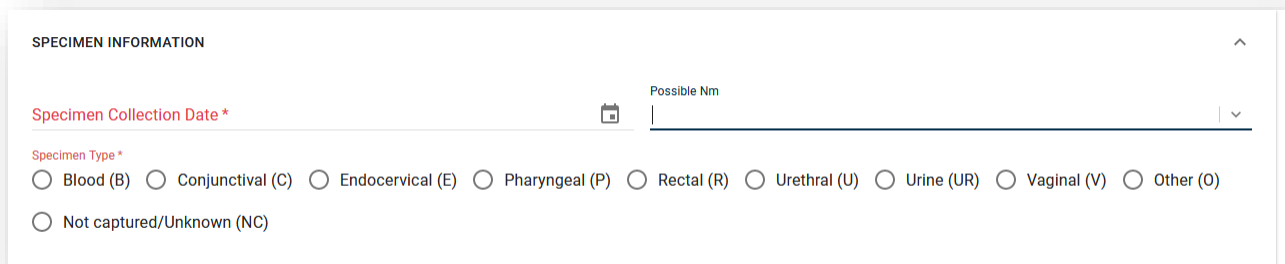
Gender *

☐ Male ☐ Trans female ☐ Non-binary/trans other ☐ Unknown

Specimen Information Section (TRF)

SURRG & GISP / eGISP & GISP

- Choose the **Specimen Collection Date** from Calendar  icon or type the desired date and time.
- Select **Specimen Type** by clicking the radio button beside the specimen type



SPECIMEN INFORMATION

Specimen Collection Date *


Possible Nm

Specimen Type *

☐ Blood (B) ☐ Conjunctival (C) ☐ Endocervical (E) ☐ Pharyngeal (P) ☐ Rectal (R) ☐ Urethral (U) ☐ Urine (UR) ☐ Vaginal (V) ☐ Other (O)


☐ Not captured/Unknown (NC)

GISP Only

- Choose the **Specimen Collection Date** from Calendar  icon or type the desired date and time.
- Select **Specimen Type** by clicking the radio button beside the specimen type.

SPECIMEN INFORMATION

Specimen Collection Date *



Specimen Type *

☐ Urethral (U)

Ask At Order Entry (AOE) Questions (TRF)

SURRG & GISP Only

- Select the appropriate radio button next to Alert or Non-alert under Lab ETEST Interpretation.

ASK AT ORDER ENTRY QUESTIONS

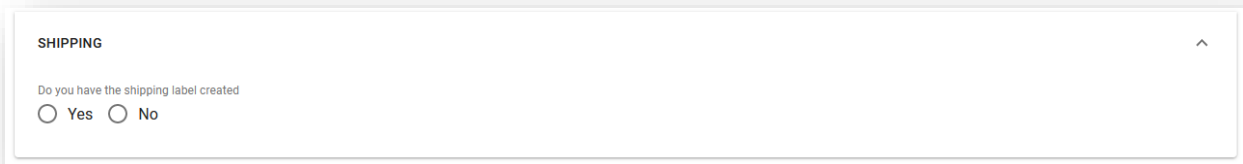
Submitting Lab Etest interpretation

☐ Alert ☐ Non-alert

Please be sure to ship this within 48 Hours

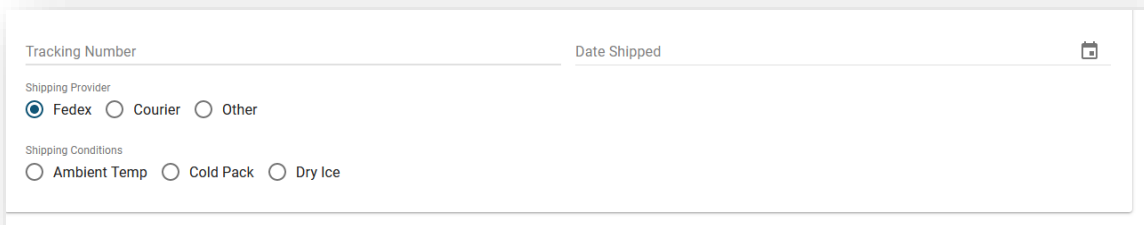
Shipping Information (TRF)

- Select the appropriate radio button next to YES or NO under “Do You Have the Shipping Label Created prompt.



A screenshot of a form section titled "SHIPPING" with a close icon in the top right corner. Below the title, the text "Do you have the shipping label created" is followed by two radio buttons: "Yes" and "No".

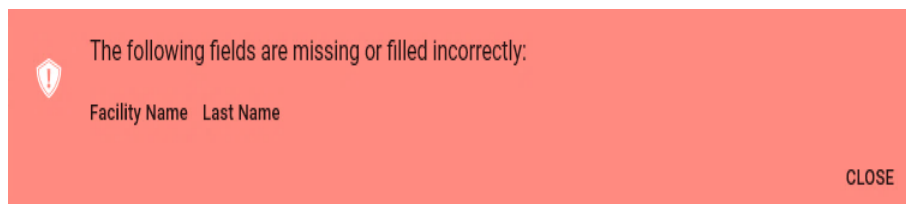
- If you selected YES and the shipping label has been created:
 - Enter the tracking label number and date shipped in the corresponding fields
 - Select the appropriate radio buttons for the **SHIPPING PROVIDER** and **SHIPPING CONDITIONS**



A screenshot of a form section for shipping details. It includes input fields for "Tracking Number" and "Date Shipped" (with a calendar icon). Below these are two sections: "Shipping Provider" with radio buttons for "Fedex" (selected), "Courier", and "Other"; and "Shipping Conditions" with radio buttons for "Ambient Temp", "Cold Pack", and "Dry Ice".

Test Requisition Information (TRF)

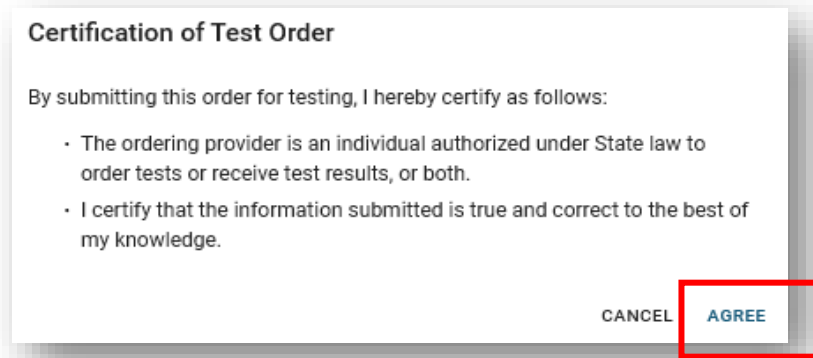
- If required field are not populated or populated incorrectly, an error dialog box will appear to show the missing fields.
- Click on any field in the dialog box to navigate to the field to correct the issue.



An error dialog box with a red background. It features a shield icon with an exclamation mark on the left. The text reads: "The following fields are missing or filled incorrectly:" followed by "Facility Name" and "Last Name". A "CLOSE" button is located in the bottom right corner.

- Once the test order is ready to be submitted, the Certification of Test Order message will be displayed.

- The user must agree in order to move forward.



Certification of Test Order

By submitting this order for testing, I hereby certify as follows:

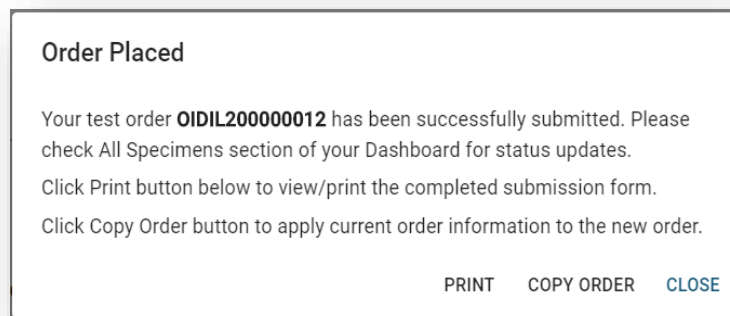
- The ordering provider is an individual authorized under State law to order tests or receive test results, or both.
- I certify that the information submitted is true and correct to the best of my knowledge.

CANCEL AGREE

The image shows a white dialog box with a gray border. The title is 'Certification of Test Order'. Below it is a statement: 'By submitting this order for testing, I hereby certify as follows:'. There are two bullet points: 'The ordering provider is an individual authorized under State law to order tests or receive test results, or both.' and 'I certify that the information submitted is true and correct to the best of my knowledge.' At the bottom right, there are two buttons: 'CANCEL' and 'AGREE'. The 'AGREE' button is highlighted with a red rectangular box.

Once test order has been submitted, confirmation message is displayed.

Note: The **Portal Order ID** (in bold below) uniquely identifies the test order in the system.



Order Placed

Your test order **OIDIL200000012** has been successfully submitted. Please check All Specimens section of your Dashboard for status updates.

Click Print button below to view/print the completed submission form.

Click Copy Order button to apply current order information to the new order.

PRINT COPY ORDER CLOSE

The image shows a white dialog box with a gray border. The title is 'Order Placed'. The text inside says: 'Your test order **OIDIL200000012** has been successfully submitted. Please check All Specimens section of your Dashboard for status updates.' Below this, there are two lines of text: 'Click Print button below to view/print the completed submission form.' and 'Click Copy Order button to apply current order information to the new order.' At the bottom right, there are three buttons: 'PRINT', 'COPY ORDER', and 'CLOSE'.

- Click **Print** button to print the Order Manifest in a pdf format.

Note: The barcode in the upper right corner represents the Portal Order ID.

Once the clicking close on the confirmation message, the TRF will be displayed for the next patient. If no additional patients are to be entered, navigate back to the dashboard to close the TRF.

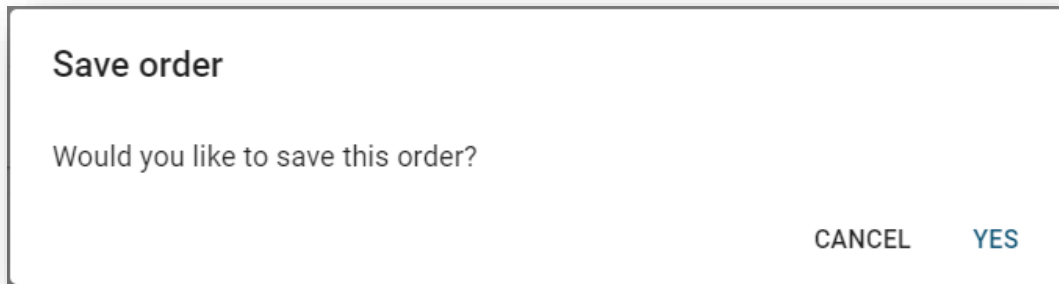
The Order Manifest can be accessed at any point by clicking on the value under Portal Id column in the **All Orders** data grid.

Click Copy Order to continue adding more orders for your facility. It will copy all the information from the current order except patient and insurance information.

Saving Test Orders

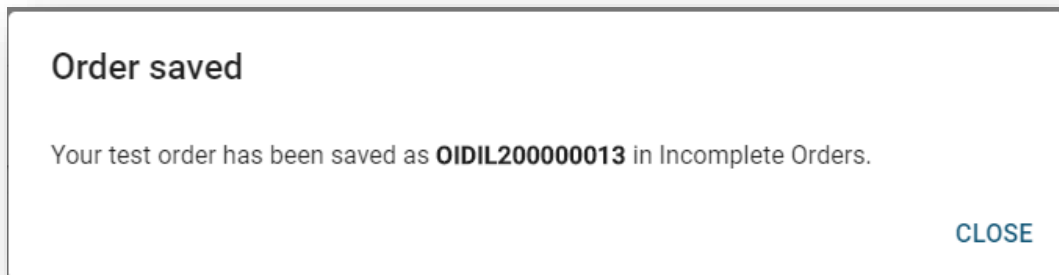
Incomplete test orders can be saved to be completed and submitted later.


- Click the **Save Order** button in the bottom right corner of the Test Order form.
- Click **Yes** in the dialog below.



Confirmation message is displayed.

Note: The Portal Order ID uniquely identifies test order in the system.



- The saved order will be placed in the **Incomplete Orders**.
 - A navigation link will be accessible on the **Dashboard**.
- To retrieve the saved order, go to the **Incomplete Orders** navigation link, locate the order record and click on it.
 - To discard saved order, click on the  icon.

4

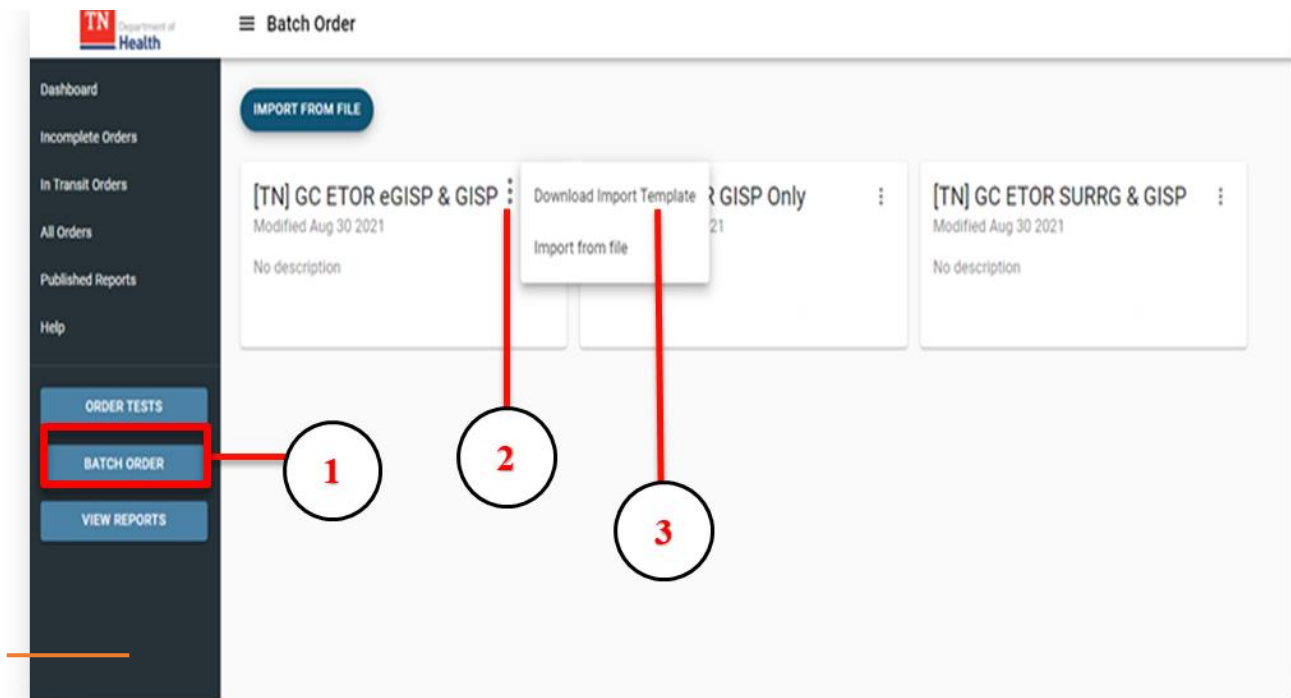
Batch Order

Upload multiple test orders at once.

Download the **Import Template** that has all the required fields and response options required for the Batch Order **prior** to specimen collection and submission. This is important in order to correctly gather the required order fields and patient information.

To Download the Excel Spreadsheet

1. Click **BATCH ORDER** button on the **Dashboard**.
2. Click the 3-button link on the upper corner of the tile.
3. Select **Download Import Template** from the two menu options. Save the excel spreadsheet.



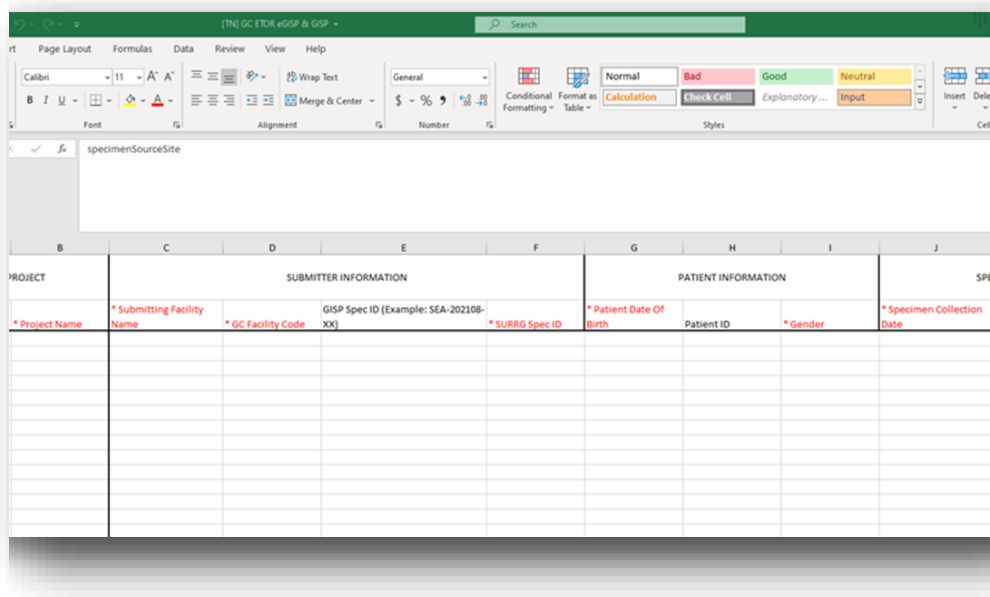
4. Open the saved Excel Spreadsheet and fill the required details in the fields.

Note: the dropdown menus for some of the required values.

5. Enter one line for each specimen that is being submitted.


6. Requirements of the **Batch Import Template:**

- All fields in **red** are required
- ALWAYS download the template for every use

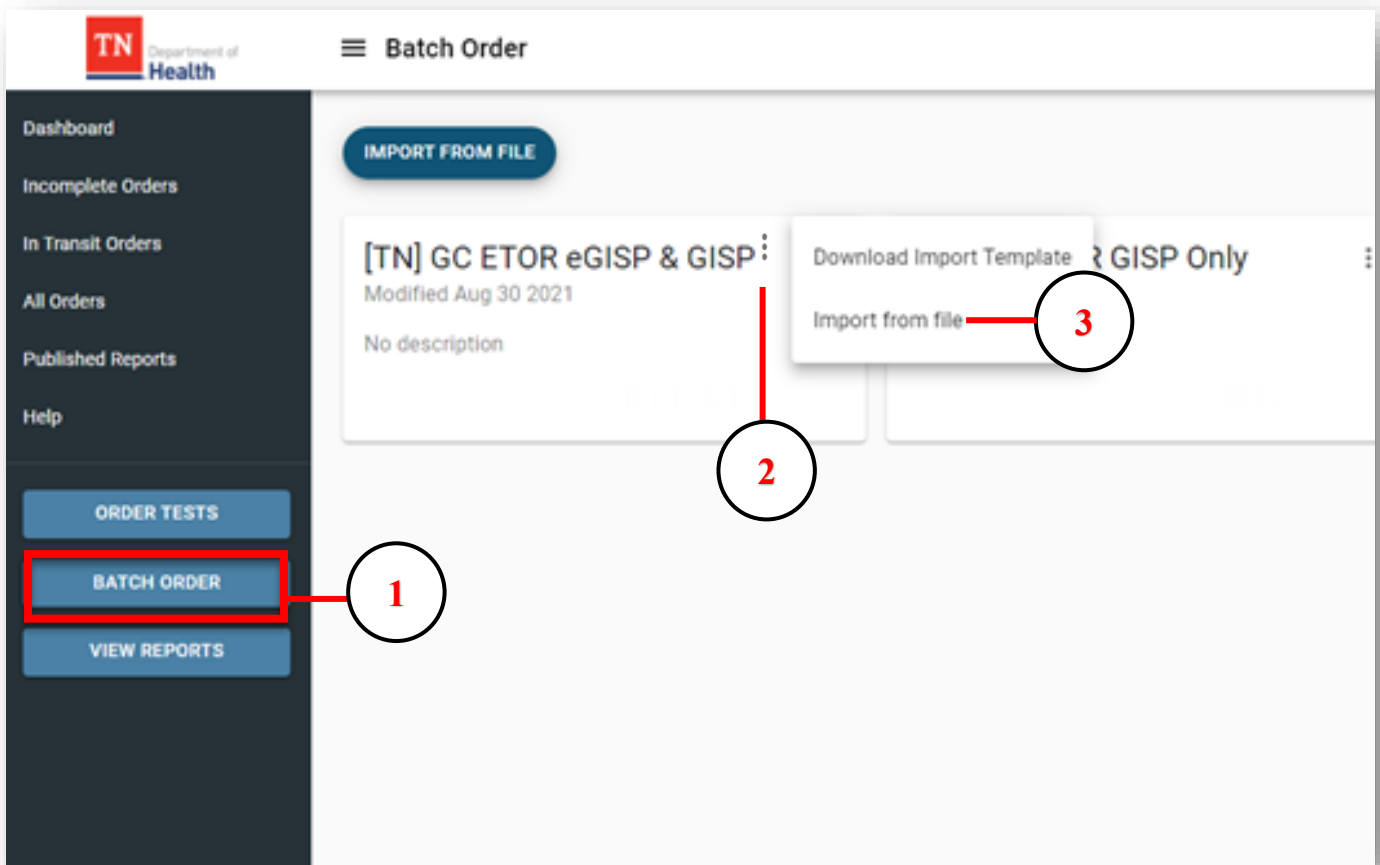


To Import the Batch Order Spreadsheet

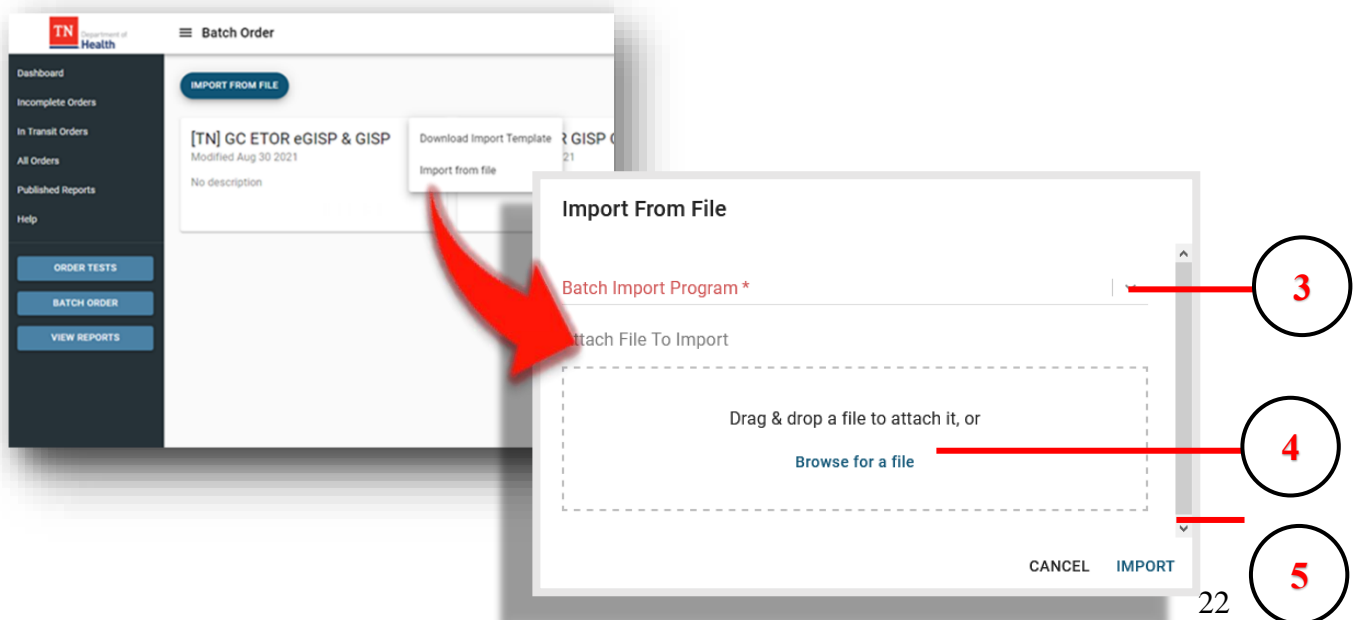
1. Click the **Batch Order** Call-To-Action Button
2. Click **IMPORT FROM FILE** to open the file import box

NOTE: The Import from File option can also be accessed by clicking the  icon on the [TN] GC ETOR eGISP & GISP, GISP Only, or SURRG & GISP Tile

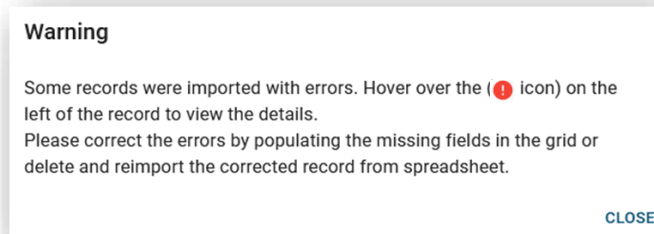
3. Click the down arrow for **Batch Import Program**, select the program matching the import file program.



4. Drag & Drop the completed Batch Import Template File, or click Browse for a file to search for the file on your computer
5. Click **IMPORT** to import the file



NOTE: If the required fields are not completed in the Batch Import Template an error message will be displayed to notify the user to correct the errors in the grid or to delete the entries and reimport the completed spreadsheet.



- Errors must be corrected before submitting the Batch Order.
 - Manually correct the errors for each line OR
 - Delete the uploaded entries, correct the spreadsheet, and re-upload the file

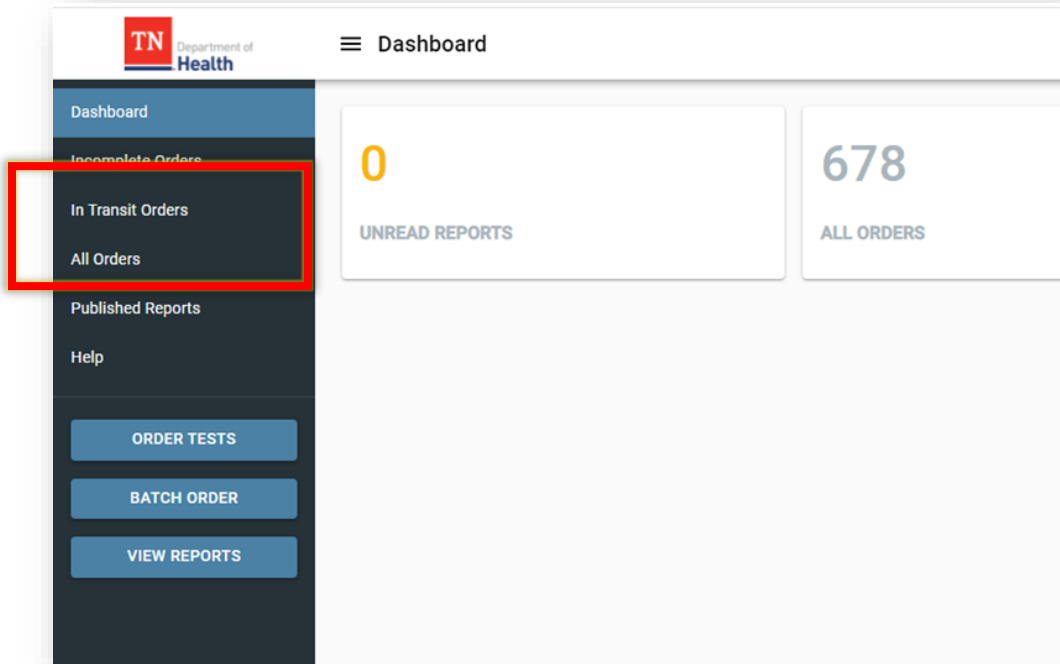
Once the spreadsheet is imported, verify the entries are correct and click **SUBMIT** to submit the batch order.

5

Accessing Orders, Reports and Patients

GC Shipping Manifests

- Navigate to the **In Transit** or **All Orders** Data Grids



- Click the checkbox beside the order(s) you wish to ship

	LIMS ACCESSION ID	PORTAL ID	SURRG SPEC ID	GISP SPEC ID	PROJECT	SITE	PATIENT DOB	DATE COLLECTED
<input type="checkbox"/>	N21004399	Q107N2210005910	ATL8675309005	ATL-202110-05	SURRG & GISP	ATL	01/05/1980	11/10/2021
<input type="checkbox"/>	N21004398	Q107N2210005909	ATL8675309004	ATL-202110-04	SURRG & GISP	ATL	01/04/1980	11/10/2021
<input type="checkbox"/>	N21004397	Q107N2210005908	ATL8675309003	ATL-202110-03	SURRG & GISP	ATL	01/03/1980	11/10/2021
<input type="checkbox"/>	N21004396	Q107N2210005907	ANC8675309002	ANC-202110-02	SURRG & GISP	ANC	01/02/1980	11/10/2021
<input type="checkbox"/>	N21004395	Q107N2210005906	ALB8675309001	ALB-202110-01	SURRG & GISP	ALB	01/01/1980	11/10/2021
<input type="checkbox"/>	N21004394	Q107N2210005905		ANC-202111-03	GISP Only	ANC	11/11/2021	11/17/2021
<input type="checkbox"/>	N21004393	Q107N2210005904	ANC7418529602	ANC-202111-02	eGISP & GISP	ANC	11/11/2021	11/17/2021
<input type="checkbox"/>	N21004392	Q107N2210005903	ANC1234561	ANC-202111-01	SURRG & GISP	ANC	11/11/2021	11/17/2021
<input type="checkbox"/>	N21004385	Q107N2210005898	ALB499041316		SURRG & GISP	ALB	11/12/2021	11/12/2021
<input type="checkbox"/>	N21004384	Q107N2210005897	BAL613130		SURRG & GISP	BAL	11/12/2021	11/12/2021
<input type="checkbox"/>	N21004380	Q107N2210005896	ALB460165103		SURRG & GISP	ALB	11/12/2021	11/12/2021
<input type="checkbox"/>	N21004379	Q107N2210005895	ALB1		SURRG & GISP	ALB	11/12/2021	11/12/2021
<input type="checkbox"/>	N21004378	Q107N2210005894	ALB12		SURRG & GISP	ALB	11/12/2021	11/12/2021
<input type="checkbox"/>	N21004377	Q107N2210005893	WDC8675309115	WDC-202110-11	SURRG & GISP	WDC	04/24/1980	11/10/2021
<input type="checkbox"/>	N21004376	Q107N2210005890	TRP8675309114	TRP-202110-11	SURRG & GISP	TRP	04/23/1980	11/10/2021
<input type="checkbox"/>	N21004375	Q107N2210005889	SFO8675309113	SFO-202110-11	SURRG & GISP	SFO	04/22/1980	11/10/2021
<input type="checkbox"/>	N21004374	Q107N2210005888	SFO8675309112	SFO-202110-11	SURRG & GISP	SFO	04/21/1980	11/10/2021
<input type="checkbox"/>	N21004373	Q107N2210005887	SFO8675309111	SFO-202110-11	SURRG & GISP	SFO	04/20/1980	11/10/2021
<input type="checkbox"/>	N21004372	Q107N2210005886	SFO8675309110	SFO-202110-11	SURRG & GISP	SFO	04/19/1980	11/10/2021
<input type="checkbox"/>	N21004371	Q107N2210005885	SFO8675309109	SFO-202110-10	SURRG & GISP	SFO	04/18/1980	11/10/2021
<input type="checkbox"/>	N21004370	Q107N2210005884	SFO8675309108	SFO-202110-10	SURRG & GISP	SFO	04/17/1980	11/10/2021
<input type="checkbox"/>	N21004369	Q107N2210005883	Q107N2210005883	Q107N2210005883	Q107N2210005883	Q107N2210005883	04/16/1980	11/10/2021

A blue bar will appear above the grid.

PORTAL ID	PATIENT ID	GISP SPEC ID	PROJECT	SITE	PATIENT DOB	DATE COLLECTED	DATE SHIPPED
QIDTN2210006023	ALB8675309003	ATL-202110-03	SURRG & GISP	ATL	12/14/2021	12/22/2021	12/22/2021
QIDTN2210006024	ALB8675309005	ATL-202110-05	eGISP & GISP	ATL	01/05/1980	11/10/2021	12/22/2021
QIDTN2210006023	ALB8675309004	ATL-202110-04	eGISP & GISP	ATL	01/04/1980	11/10/2021	12/22/2021
QIDTN2210006022	ALB8675309003	ATL-202110-03	eGISP & GISP	ATL	01/03/1980	11/10/2021	12/22/2021
QIDTN2210006022	ANC8675309002	ANC-202110-02	eGISP & GISP	ANC	01/02/1980	11/10/2021	12/22/2021

- Click on the icon to generate the GC Shipping Manifest.

The generated GC Shipping Manifest will match the orders selected from the Data Grid.


Print a copy of the GC Shipping Manifest and include with the shipment.

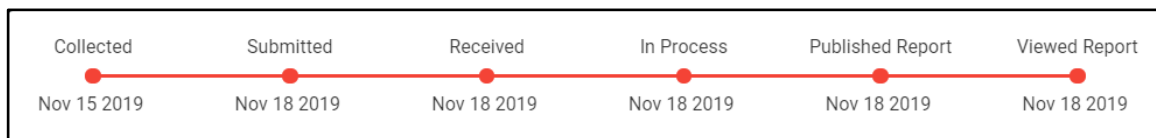
OIID	SURRG Spec ID	Patient ID	Specimen Type	Collection Date	Patient DOB	GC Facility Code	GISP Spec ID
QIDTN2210006023	ATL1123			12/22/2021	12/14/2021	ATL-02	
QIDTN2210006025	ATL8675309005	005		11/10/2021	01/05/1980	ATL-03	ATL-202110-05
QIDTN2210006024	ATL8675309004	004		11/10/2021	01/04/1980	ATL-02	ATL-202110-04
QIDTN2210006023	ATL8675309003	003		11/10/2021	01/03/1980	ATL-01	ATL-202110-03
QIDTN2210006022	ANC8675309002	002		11/10/2021	01/02/1980	ANC-01	ANC-202110-02

Tracking Order Status

To see a status of your test order, open **All Orders** grid, locate your order and look for a value in the **Status** column. It can be one of the following:

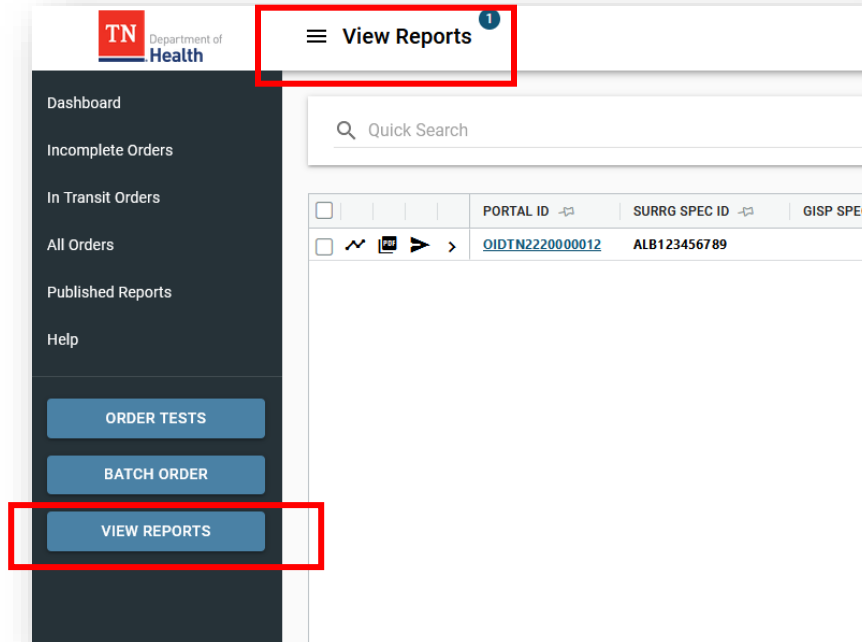
- **InTransit** – order has been submitted but not yet received by the lab
- **ReceivedInLab** – order has been received in lab but not yet tested
- **InProcess** – order is being tested by the lab
- **Released** – testing is done, order is released, results reports published
- **Canceled** – order is canceled

To view order related events across time, open **All Orders** grid, locate your order and hover over  icon:




Viewing Reports

To view new (i.e. unread) published reports, click **VIEW REPORTS** button in the navigation bar. The number of unviewed reports will be notated in the header.



The **View Reports** grid is displayed.

- Not viewed orders are displayed in bold.
- Once report has been viewed, the order disappears from the View Reports grid and moves to the Published Reports grid.

Click on  icon to view all published patient reports associated with an order.

TN

Department of

Health

Dashboard

Incomplete Orders

In Transit Orders

All Orders

Published Reports

Help

ORDER TESTS

BATCH ORDER

VIEW REPORTS

≡

Published Reports


17

Q

Quick Search

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PORTAL ID	SURRO SPEC ID	GISP SPEC ID	PROJECT	PATIENT DOB
<input type="checkbox"/>	<input checked="" type="checkbox"/>			OIDTN2220000012	ALB123456789		SURRG & GISP	01/13/2022
<input type="checkbox"/>	<input checked="" type="checkbox"/>			OIDTN2210006035	BOS8675309008		SURRG & GISP	01/08/1980
<input type="checkbox"/>	<input checked="" type="checkbox"/>			OIDTN2210006034	ALB8675309001		SURRG & GISP	01/01/1980
<input type="checkbox"/>	<input checked="" type="checkbox"/>			OIDTN2210006033	ANC8675309002		SURRG & GISP	01/02/1980
<input type="checkbox"/>	<input checked="" type="checkbox"/>			OIDTN2210006032	CAM8675309011		SURRG & GISP	01/11/1980
<input type="checkbox"/>	<input checked="" type="checkbox"/>			OIDTN2210006031	ATL8675309004		SURRG & GISP	01/04/1980
<input type="checkbox"/>	<input checked="" type="checkbox"/>			OIDTN2210006030	ALB789456123001		SURRG & GISP	12/07/2021
<input type="checkbox"/>	<input checked="" type="checkbox"/>			OIDTN2210006006	SFO8675309107		SURRG & GISP	04/16/1980
<input type="checkbox"/>	<input checked="" type="checkbox"/>			OIDTN2210005910	ATL8675309005		SURRG & GISP	01/05/1980
<input type="checkbox"/>	<input checked="" type="checkbox"/>			OIDTN2210005909	ATL8675309004		SURRG & GISP	01/04/1980

Note: Latest report always appears on top.


Unopened reports will have a “NEW” tag in red and no checkmark  inside the green circle. The type of the report (Final, etc.) will be displayed as a part of the PDF name.

Download Report




OIDTN2220000012.GC Susceptibility-Final.pdf
Jan 14 2022 09:46 AM NEW



CLOSE

- Use  to open report history which provides an audit trail of all the actions taken on the report (viewing, sharing, etc.)

Download Report



OIDTN2210006030.GC Susceptibility-Final.pdf
Dec 29 2021 04:14 PM

User Name	Action	Date
shane_gc	Viewed	01/04/2022 09:21 AM

CLOSE



Click on ➤ icon to share published patient report with a 3rd party.

TN Department of Health Published Reports 37

4 SELECTED

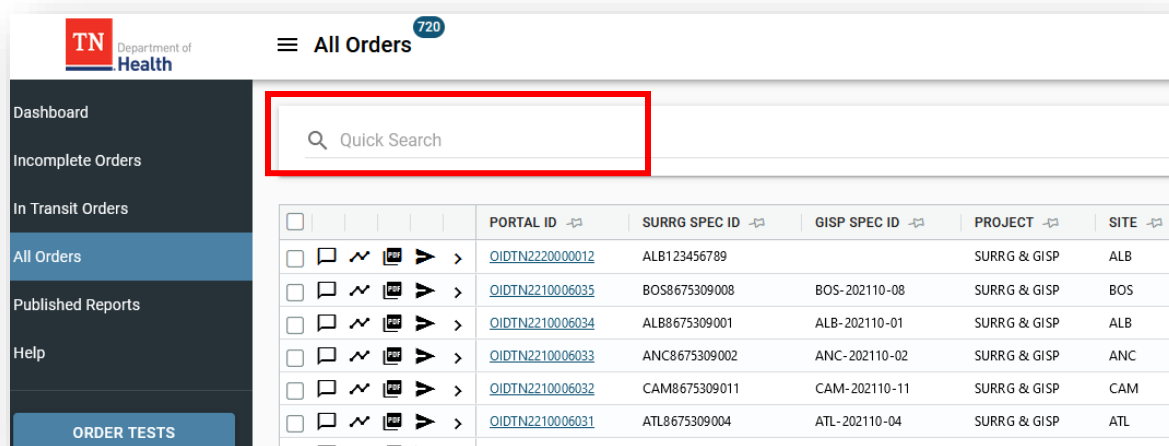
	PORTAL ID	SURRG SPEC ID	GISP SPEC ID	PROJECT	PATIENT DOB
<input checked="" type="checkbox"/>	QIDTN2220000012	ALB123456789		SURRG & GISP	01/13/2022
<input checked="" type="checkbox"/>	QIDTN2210006035	BOS8675309008		SURRG & GISP	01/08/1980
<input checked="" type="checkbox"/>	QIDTN2210006034	ALB8675309001		SURRG & GISP	01/01/1980
<input checked="" type="checkbox"/>	QIDTN2210006033	ANC8675309002		SURRG & GISP	01/02/1980
<input type="checkbox"/>	QIDTN2210006032	CAM8675309011		SURRG & GISP	01/11/1980
<input type="checkbox"/>	QIDTN2210006031	ATL8675309004		SURRG & GISP	01/04/1980
<input type="checkbox"/>	QIDTN2210006030	ALB789456123001		SURRG & GISP	12/07/2021
<input type="checkbox"/>	QIDTN2210006006	SFO8675309107		SURRG & GISP	04/16/1980
<input type="checkbox"/>	QIDTN2210005910	ATL8675309005		SURRG & GISP	01/05/1980
<input type="checkbox"/>	QIDTN2210005909	ATL8675309004		SURRG & GISP	01/04/1980
<input type="checkbox"/>	QIDTN2210005908	ATL8675309003		SURRG & GISP	01/03/1980
<input type="checkbox"/>	QIDTN2210005907	ANC8675309002		SURRG & GISP	01/02/1980
<input type="checkbox"/>	QIDTN2210005906	ALB8675309001		SURRG & GISP	01/01/1980
<input type="checkbox"/>	QIDTN2210005905			GISP Only	11/11/2021

- Populate Subject, Email addresses, Message and click Submit.

Note: recipient will get temporary access to the portal to download shared reports. To download or share multiple patient reports at once, select multiple orders and then click on  to download a single PDF with multiple patient reports or  to share multiple patient reports at once. Results Reports can also be viewed in the All Orders data grid.

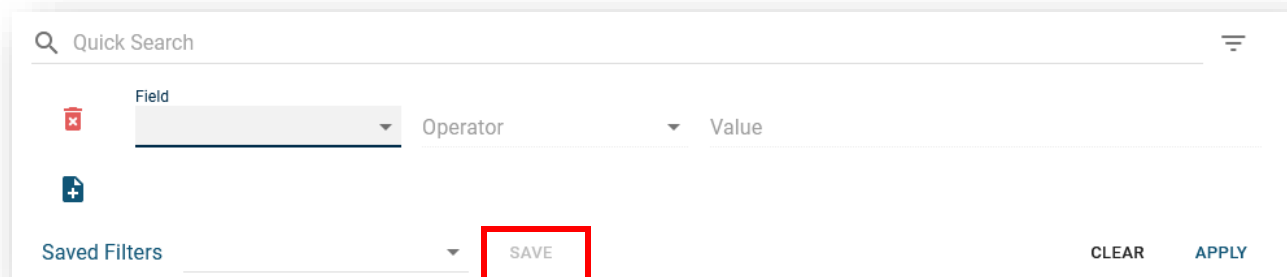
Quick Search

Use **Quick Search** box at the top to search across all columns in the grid:




The screenshot shows the 'All Orders' page with a sidebar on the left containing links to Dashboard, Incomplete Orders, In Transit Orders, All Orders (highlighted), Published Reports, and Help. At the bottom of the sidebar is a button labeled 'ORDER TESTS'. The main content area has a header with the TN Department of Health logo and a 'All Orders' title with a '720' badge. Below the header is a 'Quick Search' box, which is highlighted with a red rectangle. The search box contains a magnifying glass icon and the text 'Quick Search'. Below the search box is a table with columns: PORTAL ID, SURRG SPEC ID, GISP SPEC ID, PROJECT, and SITE. The table contains several rows of data, each with a checkbox and a set of icons (a speech bubble, a checkmark, a document, and a play button) to the left of the data cells.

	PORTAL ID	SURRG SPEC ID	GISP SPEC ID	PROJECT	SITE
<input type="checkbox"/>	QIDTN22100000012	ALB123456789		SURRG & GISP	ALB
<input type="checkbox"/>	QIDTN22100006035	BOS8675309008	BOS-202110-08	SURRG & GISP	BOS
<input type="checkbox"/>	QIDTN22100006034	ALB8675309001	ALB-202110-01	SURRG & GISP	ALB
<input type="checkbox"/>	QIDTN22100006033	ANC8675309002	ANC-202110-02	SURRG & GISP	ANC
<input type="checkbox"/>	QIDTN22100006032	CAM8675309011	CAM-202110-11	SURRG & GISP	CAM
<input type="checkbox"/>	QIDTN22100006031	ATL8675309004	ATL-202110-04	SURRG & GISP	ATL



The screenshot shows the 'Quick Search' filter panel. It has a header with a magnifying glass icon and the text 'Quick Search'. Below the header is a form with three main sections: 'Field' (a dropdown menu), 'Operator' (a dropdown menu), and 'Value' (a text input field). To the left of the 'Field' dropdown is a red 'X' icon, and to the left of the 'Value' input is a blue '+' icon. Below the form is a 'Saved Filters' dropdown menu. To the right of the 'Saved Filters' dropdown is a 'SAVE' button, which is highlighted with a red rectangle. Further to the right are 'CLEAR' and 'APPLY' buttons.

Click on the  button to open filter panel for advance search options like searching on multiple fields at the same time, use date ranges, etc.

Use the **SAVE** button to save filters for repeated searches.